

APSÁALOOKE NATION DEPARTMENT OF EDUCATION

P.O. BOX 159 Crow Agency, MT 59022 (406) 679.1102

Loretta Three Irons, Education Director

Alberta Wall Jobs Placement and Training
Coordinator

25 CFR 26.5 (c): YOU MUST BE UNDEREMPLOYED OR UNEMPLOYED TO QUALIFY FOR FUNDING. THESE FUNDS ARE USED FOR COSTS OF OBTAINING SKILLS TO RETAIN A JOB LEADING TO SELF-SUFFICIENCY.

2021-2022

Crow (AVT)/Jobs Training

Crow Tribe Job Placement and Training, BIA Model Contract Agreement Contract No. A12AV00409

Program Application

Return by mail to

Apsáalooke Nation Department of Education

P.O. Box 159

Crow Agency, MT 59022

Or in person at

Crow Tribe Education Office, Heritage Road by old casino Entrance

PHONE (406) 426-4680

alberta.wall@crow-nsn.gov

Please be aware Crow (AVT) Jobs Training has **limited funding available.**

25 CFR PART 26

Required Documents

- ❖ A complete (2021-2022) Crow (AVT)/Jobs Training application §26.32(a) _____
- ❖ A letter of acceptance from the college or training facility you will attend §26.32(e) _____
- ❖ High School transcripts with completion date/GED/HiSET transcripts (New H.S. graduates please submit a copy after your graduation date) _____
- ❖ **Continuing students need to submit an updated copy of an Official Transcript, Class Schedule and Plan of Study §26.37** _____
- ❖ Financial Needs Analysis:
(Student fills out Part I of the Needs Analysis and sends it to the financial aid office in which you will attend. The financial aid office will fill out Part II and send the form to our office.) Please note you need to submit your FAFSA which determines your eligibility.

- ❖ (CIB) Certificate of Indian Blood or Crow Tribal ID §26.32(c) _____
- ❖ Personal letter of request _____
- ❖ Selective Service (**Males only**) §26.32(d) _____
- ❖ ISP §26.9(c) _____
- ❖ Proof of residency for the last six months §40.1 _____
- ❖ Class Schedule _____
- ❖ Received AVT/Jobs counseling after the file is complete §26.32(h) _____
- ❖ File Completion _____

APPLICATION PROCEDURE FOR Crow (AVT)/Jobs Training

The Crow (AVT)/Jobs Training program provides supplemental financial assistance to eligible enrolled Crow Tribal members to attend an approved accredited Vocational/Technical school or Junior College. Applicants must complete the following steps to ensure that your applications for financial assistance can be processed in a timely manner. Remember: The Crow (AVT)/Jobs Training Application must be completed. An official transcript and current class schedule must be submitted after every quarter/semester for continuing students. A Plan of Study also needs to be submitted upon acceptance into a program.

1. To determine eligibility for funding each student must complete a Crow (AVT)/Jobs Training program application.
2. Application for admission and required fees are the student's responsibility. Application for admission should be made at the same time as the Crow (AVT)/Jobs Training application. Both should be done early.
3. Students must provide the Crow (AVT)/Jobs Training program with a High School Diploma/Transcripts or GED/HiSET Certificate. If the student previously attended school, an official transcript is required.
4. Students must furnish the Crow (AVT)/Jobs Training Jobs program with a copy of an official acceptance letter from the school they plan to attend.
5. Applicants must be full-time students. **Students must maintain a GPA of 2.0 with a minimum of 12 credits per quarter/semester to continue satisfactory eligibility requirements. Remember the Crow (AVT)/Job Training Program is for 24 months and you need to follow a plan of study so you can complete your field of study in the allotted time.**
6. Crow (AVT)/Jobs Training is based on the student's "financial needs analysis". Students must apply and complete the financial aid process for the school. This determines your unmet need.
7. Each institution processes financial aid awards. Each school will recommend to the Crow (AVT)/Jobs Training/vocational training program to fulfill a portion of the student's education costs (UNMET need).
8. A complete financial aid packet application is mandatory before a determination of financial UNMET need is made. Financial Aid Applications must be completed sixty days prior to the student's enrollment date. Filling out an application and filing on the internet will save you time.
9. Remember – it is the **student's responsibility** to:
 - A. Apply for admission and pay any required deposit.
 - B. Complete their financial aid process to obtain the financial aid award letter dormitory/housing.
 - C. Complete their file at the Crow (AVT)/Jobs Training Program.
10. Applicants for the Crow (AVT)/Jobs Training must reside on or near the boundaries of the Crow Indian Reservation. On or near is defined according to the Crow Indian Agency's Social Service area which include the Crow Reservation and the Community of Hardin which is adjacent to the Crow Reservation. Billings, Mt is **NOT** on or near the Crow Reservation.

RECOMMENDED ACADEMIC PROGRESS

Academic Standing	Minimum Credits For First Quarter/ Semester*	Minimum Credits For Second Quarter/ Semester*	Minimum Credits for Third Quarter*	Minimum Credits for Year (Quarter/ Semester)*	Cumulative Credits Expected after each year
Freshman	12	12	12	0/31	36/24
Sophomore	16	16	16	31/60	84/56
Junior	16	16	16	61/90	132/88
Senior	16	16	16	91/120	180/120

***Students must earn a minimum of a 2.0 grade point average each term**

NOTE: The Apsáalooke Nation Education Jobs Placement program will only fund one of the following types of degrees: **One Year Certificate; Job Placement/Vo-Tech; AA/AS/BS**. Once a student has earned their one-year certificate or an AA/AS/AAS, they are expected to acquire gainful employment from the skills and knowledge you learned in your career field of choice.

For further questions please call Education administrative assistant at (406) 679-1102 or Alberta Wall (406) 426-4680. You are personally responsible to make sure these documents are in your file. All these forms must be submitted to the Crow Jobs Placement Office inside the Crow Tribe Education department before your application can be reviewed and processed. All appeals can be filed with the Crow Tribe Education Office.

§26.38. Subpart D – Appeal by an applicant. The letter informing you of the decision on your application will include information on how to appeal. A student has the right to appeal a decision made by the Crow (AVT)/Jobs Training program to the Crow Tribal Education Committee within ten (10) working days of the receipt of the letter rendering a decision such as academic suspension, academic probation, any change of funding level and repayment in the event the student must pay back funding due to dropping out early. The student must appeal in writing with supporting documents to **Crow Tribal Education Committee, P.O. Box 159 Crow Agency, MT 59022**.

The Crow Tribal Education Committee will address the appeal at their next monthly meeting and rule on the final decision. The decision from the Crow Tribal Education Committee is final.

CROW (AVT)/Jobs Training/CROW ADULT VOCATIONAL TRAINING
APPLICATION FOR TRAINING

Information Record

Name (last, first, middle initial)

Mailing Address

Physical Address/home location for residency requirements

Date of Birth _____

Social Security # _____

Telephone No. _____

Email Address _____

Marital Status: __ Single __ Married

__ Divorced __ Separated __ Widow

No. of Dependents _____

Veteran __ Y __ N

Dependents who will be living with applicant at destination:

Name

Relationship

Birth date

In case of Emergency: _____

Address

Phone No.

Name

Education

Highest Grade Completed: _____

Name of School

Date Attended

Telephone No.

Type of Training/Major/Career Choice you are interested in:

School you will be attending: _____

Do you have any physical limitations that would interfere with your training or employment?

__ Y __ N If YES, please explain: _____

Have you had previous training? ___Y ___N If YES, please explain:

Employment Record: (List your last three periods of employment)

1. From _____ To _____ Employer Name & Address:

Job Title: _____ Description of Duties: _____ Reason for leaving:

2. From _____ To _____ Employer Name & Address:

Job Title: _____ Description of Duties: _____ Reason for leaving:

To be signed by the applicant:

I hereby agree to attend the school indicated on this application and agree to follow all rules, regulations, and attendance requirements of the school and to the best of my ability will satisfactorily complete the field of study which I have selected. I further agree, that the funds issued for my training purposes by the Crow (AVT/Jobs Training Program) will be only for the purpose of repayment will be made by me. **I understand that if I am eligible for other training funds, such as the Pell Grant etc. This will be included when computing my Financial Aid Package. I further agree to use those funds for the purpose intended.** I authorize the school to release information needed to the Crow (AVT)/Jobs/Crow Adult Vocational Training Program.

Signature of Applicant

Date

Privacy Act and Paperwork Reduction Act Statement:

1. The authority for solicitation of the information on this form is 25 U.S.C. 13(42 stat 208) and P.L. 84-959 (70 stat 9869) as amended by P.L. 88-230 (77 stat 471, 25 U.S.C. 309).
2. Disclosure of the requested information by the applicant is voluntary but required to obtain benefits.
3. The purpose of this information collection is to determine your eligibility for services.
4. The routine use of this information is for the Crow (AVT)/Jobs Training. After completion of training, parts or all of the information in your application will be use in a routine manner by counselors working with you who need background information and by those people involved in financial control who need budgeting information contained in this application.

I have read the above statement and I hereby provide the required information and authorize the use of such information to the extent of the uses specified in the statement.

Applicant Signature _____ **Date** _____ **Interviewer** _____

AUTHORIZATION AND AGREEMENT FORM

I hereby agree to attend classes on a regular basis and to carry at least 12 credits or the equivalent each school term and to the best of my ability, satisfactorily complete the courses-field of study, which I have selected. I also agree that the funds issued for my training purposes will be used for training purposes only or **REPAYMENT** will be made to the Crow (AVT)/Jobs Placement Program. I understand that all federal funding available to me will be included when computing my financial aid package and I agree to use these funds for the purposes intended. I authorize the school to release my official transcripts, attendance, and income information to the Crow (AVT)/Jobs Placement Program/Crow Adult Vocational Training Program.

Signature of Applicant

Date

I further agree to authorize the Crow (AVT)/Jobs Training Program personnel to request and receive personal income information from the following resources:

Sign each line that applies to you:

1. Social Security Administration
2. Department of Public Welfare
3. Veteran's Administration
4. Bureau of Indian Affairs
5. (Other)

Crow Tribal education Department
Crow (AVT)/Jobs Training Program Needs Analysis
P.O. Box 159
Crow Agency, MT 59022
Phone (406) 426-4680

I. TO BE COMPETED BY THE STUDENT:

Name: _____ Social Security No. ____-____-____

Home address: _____

Street or P.O. Box City State Zip

Length of Residency: _____ Telephone: _____

Year in College: _____ Major: _____ Marital Status __S__M__D__W

Number of Dependents: _____ Vocational Goal: _____

II. TO BE COMPLETED BY THE FINANCIAL AID OFFICER

This student has applied with the Crow (AVT)/Jobs Training Program. Verified financial need information is required from your office before we can act on the student's application. We appreciate your assistance if you would complete and forward this for to our office. Budget Period:

From _____ to _____, which will start _____

This student is considered: Independent _____ Dependent _____

EXPENSES

Tuition _____
Fees _____
Books/Supplies _____
Room/Board _____
Transportation _____
Personal _____
Child Care _____
Other _____

TOTAL: \$ _____

RESOURCES

EFC (parent/student contribution) _____
FEDSEOG _____
FEDPELL _____
FEDPERKINS _____
FEDCWS _____
Leveraging Educational _____
Assistance Partnership (LEAP) _____
State (Indian) _____
Voc. Rehabilitation _____
VA _____
Scholarships _____
Other _____

TOTAL: \$ _____

We recommend that the Crow (AVT)/Jobs Placement Program consider awarding this student \$ _____

Financial Aid Officer Date Telephone

Name of Institution Date Telephone

INDIVIDUAL SELF-SUFFICIENCY PLAN (25 CFR §26.18 (e))

APPLICANT NAME: _____ DATE OF PLAN _____

I understand the purpose of this Individual Self-Sufficiency Plan (ISP) is to meet the goal of becoming employable through specific action steps. I understand that I am required to follow the steps developed in this ISP and I must participate in activities developed in the plan that will promote my self-sufficiency. I also understand that if there are any changes to be made that I will contact the Crow Tribe Job Placement and Training Office in a timely manner to ensure my success.

GOALS FOR SELF SUFFICIENCY

What is your short-term employment goal(s) to be self-sufficient?

What is your long-term employment goal to be self-sufficient?

- ☐ Job Search
- ☐ Employment: full time or part time
- ☐ Volunteer Work Experience
- ☐ Job shadowing
- ☐ On-the-Job-Training
- ☐ Job Readiness

- ☐ High School Diploma
- ☐ GED
- ☐ GED Prep
- ☐ AVT Jobs & Training
- ☐ Literacy Improvement
- ☐ Employment counseling

- ☐ Life Skills Instruction
- ☐ Parenting Workshop
- ☐ Child Care Assistant
- ☐ Child Support
- ☐ Vocational Assessment
- ☐ Drug/Alcohol Treatment

BARRIERS TO STUDENT/TRAINEE REACHING SELF SUFFICIENCY:

Identify barriers:

IDENTIFY STRENGTH STUDENT/TRAINEE REACHING SELF SUFFICIENCY:

Identify strengths:

SELF SUFFICIENCY ACTION PLAN & GOALS		
GOAL #1		
Goal #1 Revised		
ACTION STEPS FOR GOAL #1	DATE TO BE ACHIEVED	DATE COMPLETED
1.		
2.		
GOAL #2		
Goal #2 Revised		
ACTION STEPS FOR GOAL #2	DATE TO BE ACHIEVED	DATE COMPLETED
1.		
2.		
GOAL #3		
Goal #3 Revised		
ACTION STEPS FOR GOAL #3	DATE TO BE ACHIEVED	DATE COMPLETED
1.		
2.		
JOBS & TRAINING COORDINATOR AND STAFF ACTIVITY WITH TIME FRAME (25 CFR 26.23)	DATE TO BE ACHIEVED	DATE COMPLETED
1.		
2.		

Signature of Applicant

Date

Signature of Jobs & Training Coordinator

Date